

**CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY**

**CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD (CIWMB)**

**Energy Recovery From Tires Grant Program**

**Fiscal Year 2002/2003**

**INSTRUCTIONS AND GRANT APPLICATION**

The Energy Recovery From Tires Grants are available to entities that operate coal-fired combustion systems located in California.

**Maximum Points: 100**

**Applicants must score 70% (70 of 100 points) to be considered for funding.**

Applications must be received by the CIWMB by 3:00 p.m.,  
on Thursday, March 27, 2003.

Late-delivered, faxed, or e-mailed applications will not be accepted.

Waste Tire and Playground Grants Hotline Number  
(916) 341-6441

**TIRE RECYCLING GRANT PROGRAM**  
**Checklist for Submittal of Grant Application**

**A complete grant application includes the following:**

- ☐ Grant Application Cover Sheet;
- ☐ Table of Contents;
- ☐ Project Description;
- ☐ Work Statement;
- ☐ Budget Itemization;
- ☐ Summary of Current and Previous Grants Awards (if applicable);
- ☐ Recycled-Content Purchasing Policy or Directive (Attach a copy of your policy or directive);
- ☐ Program Criteria Form;
- ☐ Approved Resolution(s) or Authorizing Document(s);
- ☐ General Checklist of Business Permits, Licenses, and Filings Form (CIWMB 669);
- ☐ One original and three copies of the application printed double-sided on 8½" x 11" recycled-content paper with all pages consecutively numbered. Copies must be free of distortion and easy to read. Original must be clearly marked "Original". Copies must be clearly marked "Copy"; and
- ☐ Application fastened in upper left-hand corner.

Applications delivered on the day of the deadline must be received at the Environmental Services Center at the California Environmental Protection Agency's headquarters building located at:

1001 "I" Street, 1<sup>st</sup> Floor, Sacramento, CA.

Mailed applications must be sent to the address below:

**California Integrated Waste Management Board  
Energy Recovery From Tires Grant Program  
Financial Assistance Branch  
Grants Administration Unit - MS 10  
Attention: Phillip Poon  
1001 I Street  
P.O. Box 4025  
Sacramento, CA 95812-4025**

Applications must be **received** by the CIWMB by 3:00 p.m. on **Thursday, March 27, 2003.** Applications received after this date and time (regardless of postmark date, whether it was hand-delivered or sent by overnight mail) will be returned to the applicant and will not be considered for grant funding. **Applications submitted using facsimile or e-mail will not be accepted at any time.**

**Because of possible disruptions in mail service, staff strongly recommends that applicants mail applications by a method such as priority or overnight mail that will accelerate the CIWMB's receiving the applications.**

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## TIRE RECYCLING GRANT PROGRAM FISCAL YEAR (FY) 2002/2003

### I. PROGRAM DESCRIPTION

#### ☐ BACKGROUND

The California Integrated Waste Management Board (CIWMB) administers a tire grant program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and promote markets for recycled-content tire products. The Energy Recovery From Tires grants will target facilities with coal-fired combustion systems that need assistance to incorporate or expand the use of tires as a fuel supplement.

#### ☐ FUNDING

For FY 2002/2003 one million dollars (\$1,000,000) is available for this grant program. **Eligible applicants may request up to two hundred fifty thousand dollars (\$250,000). Applicants requesting more than two hundred fifty thousand dollars (\$250,000) will be disqualified from participation in this grant program.** The CIWMB reserves the right to fund individual phases of selected projects, and may therefore fund an amount less than requested. The CIWMB will award grants on a competitive basis.

#### ☐ APPLICANT ELIGIBILITY

Energy Recovery From Tires Grants are available to entities that operate coal-fired combustion systems.

#### ☐ ELIGIBLE PROJECTS

Proposed projects must be located in California. Equipment purchased with grant funds must remain in California for a minimum of five years.

#### ☐ INELIGIBLE PROJECTS

Ineligible projects include: projects that are located outside the State of California; and, projects at facilities that do not have coal-fired combustion systems.

#### ☐ MATCHING FUND REQUIREMENT

All applicants are required to provide, as a minimum, matching funds equal to fifty percent (50%) of the grant award. For example, if the grant award is two hundred thousand dollars (\$200,000) then the minimum match amount is one hundred thousand dollars (\$100,000).

## ❑ PROPOSED PROGRAM MILESTONES

February 26, 2003	Deadline to submit questions, in writing, about application
March 3, 2003	Answers sent to applicants & posted on the CIWMB web site
March 27, 2003	Grant application must be received by 3:00 p.m.
March 28- April 18, 2003	Staff reviews/ranks applications
May 13-14, 2003	Board considers/approves awards
June 2003-April 2005	Grant term for FY 2002/2003 awards

Please note that this is a tentative schedule and subject to change.

## II. APPLICATION PROCESS

### ❑ QUESTIONS AND ANSWERS

Questions about the Energy Recovery From Tires Grant application must be submitted by 5:00 p.m. on February 26, 2003 by e-mail to [ngauff@ciwmb.ca.gov](mailto:ngauff@ciwmb.ca.gov) or in writing to:

Nate Gauff  
California Integrated Waste Mgmt. Board  
Special Waste Division, MS 22  
P.O. Box 4025  
Sacramento, CA 95812-4025

CIWMB staff will use the questions submitted to develop a question-and-answer sheet that will be distributed on March 3, 2003. Responses will be posted on the CIWMB web page and mailed to anyone requesting an application. To the extent possible, similar questions will be grouped together. Please note that no project-specific questions will be answered.

### ❑ APPLICATION REVIEW

After the close of the application period, panel(s) will review and score the grant applications. Staff plans to use these scores to rank the proposals and develop funding recommendations for consideration by the governing body of the CIWMB during its monthly business meeting in May 2003. Applicants approved for grant funding will receive instructions to initiate the Grant Agreement process. In the event the CIWMB awards only a portion of an applicant's grant request, staff will incorporate any additional conditions or changes in the final Grant Agreement after consultation with the applicant. A minimum score of seventy percent (70%) (70 out of 100 total points) is required for funding consideration. Proposals will be evaluated based on the following criteria.

## □ GRANT SCORING CRITERIA

Applications will be evaluated using the following Review Criteria adopted by the CIWMB for this grant program. All applicants must address both General and Program Criteria.

ENERGY RECOVERY FROM TIRES GRANT PROGRAM SCORING CRITERIA FOR FISCAL YEAR 2002/2003	
Applicants must score seventy percent (70%) (70 points of 100 points) to be considered for funding.	
Points	Description
GENERAL CRITERIA	
10	<p><b>NEED</b> = Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.)</p> <ul style="list-style-type: none"> <li>• Why does your organization need this grant? If you received this grant, how would this grant benefit your organization? Describe and document your need.</li> <li>• What is the overall need locally or regionally? How would California or your community benefit if you received grant funding? (e.g., clean-up of environmental hazards, decrease risk to public health and safety, increase efficiency, conservation of natural resources, etc.)</li> <li>• What will happen if your organization does not receive this grant?</li> <li>• List relevant past grants received from the California Integrated Waste Management Board (CIWMB) and any relationship to this proposal.</li> </ul>
10	<p><b>GOALS AND OBJECTIVES</b> = Describe what you wish to accomplish by completing this grant project. Measurable target(s) that must be met on the way to attaining your goal.</p> <ul style="list-style-type: none"> <li>• What are the goal(s) and objective(s) of the project? Tie to business/public goal(s) and objective(s).</li> <li>• What is the ultimate desired outcome of this project? How does it fit within your business' goals?</li> <li>• Describe the environmental soundness and practicality of the proposal.</li> </ul>
5	<p><b>WORK PLAN</b> = Specific list of all grant eligible procedures or tasks used to complete your project.</p> <ul style="list-style-type: none"> <li>• What is your Work Plan?</li> <li>• What activities, steps or tasks will you take to implement your Work Plan?</li> <li>• Explain how you can complete this grant program within the specified term of the grant.</li> </ul>
5	<p><b>EVALUATION</b> = Measures the outcome of the applicants project.</p> <ul style="list-style-type: none"> <li>• How will your project meet your goal(s) or objective(s) and will it provide the output intended?</li> <li>• How will you evaluate and measure the interim progress and final outcome of your project?</li> <li>• Who will be responsible for measuring and reporting your interim progress and your final project evaluation? (e.g., self/company or consultant)?</li> <li>• What is the estimated cost of your evaluation component?</li> </ul>

5	<p><b>BUDGET=</b> Cost (dollar figure) associated with activities necessary to complete the project.</p> <ul style="list-style-type: none"> <li>• Provide an itemized cost breakdown associated with each activity, task or subtask.</li> <li>• Are all the project costs associated and tasks outlined in the Work Plan?</li> <li>• Is your proposal cost effective? Provide any quotes, estimates, or other documents to support the costs you are claiming.</li> <li>• List any cost savings derived from volunteers, in-kind services, recycling options, use of existing promotional materials, etc.</li> </ul>
10	<p><b>APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</b></p> <ul style="list-style-type: none"> <li>• Is the proposal <u>clearly presented and complete</u>?</li> <li>• Provide evidence that the applicant or his/her contractor(s) have sufficient staff resources, technical expertise, and experience to successfully manage this grant project.</li> <li>• Provide letters of support and/or commitment for your grant project from local governments (employees/officials), other businesses, etc. (i.e., from entities other than your business).</li> <li>• Include current resumes, endorsements, and references.</li> <li>• Within the last three years have you received <b>any</b> CIWMB grant? If yes, please briefly describe the outcome of the prior grant funded project.</li> </ul>
15	<p><b>EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE</b></p> <p>Provide evidence that a recycle-content purchasing policy is in place or evidence to show that the policy will be adopted during the application period requiring the grantee to purchase recycled content products, recycled or reusable products, or engage in other waste reduction activities where appropriate and feasible.</p>
60	<b>TOTAL POSSIBLE GENERAL CRITERIA POINTS</b>
<b>PROGRAM CRITERIA</b>	
20	<p><b>TYPE OF PROJECT</b></p> <p>Research into in-field application of tire-fuel supplements to meet or improve operational and environmental standards in: fuel feed system or process development (20 points); analysis and optimization of fuel sizing (10 points); or ash or emissions testing (5 points)</p>
15	<p><b>EVIDENCE OF MARKET POTENTIAL TO DIVERT TIRES FROM LANDFILL DISPOSAL</b></p> <p>For new users of TDF, annual passenger tire equivalent (PTE) diversion of: 1,000,000 or more (15 points); 999,999 – 500,000 (10 points); 499,999 – 250,000 (5 points) <b>or</b>, for existing users of TDF, incremental increase of 250,000 PTE annually (15 points); 249,999-125,000 (10 points); 124,999-50,000 (5 points)</p>
5	<b>NEW TECHNOLOGY, INNOVATIVE PROJECT OR METHODOLOGY</b>
40	<b>TOTAL POSSIBLE PROGRAM CRITERIA POINTS</b>
100	<b>TOTAL GENERAL AND PROGRAM CRITERIA POINTS</b>

### III. APPLICATION INSTRUCTIONS

A complete Energy Recovery From Tires Grant Application **must include**:

- ☐ Grant Application Cover Sheet;
- ☐ Table of Contents;
- ☐ Project Description;
- ☐ Work Statement;
- ☐ Budget Itemization;
- ☐ Summary of Current and Previous Grants Awards (if applicable);
- ☐ Recycled-Content Purchasing Policy or Directive (Attach a copy of your policy or directive);
- ☐ Program Criteria Form;
- ☐ Approved Resolution(s) or Authorizing Document(s);
- ☐ General Checklist of Business Permits, Licenses, and Filings Form (CIWMB 669);
- ☐ One original and three copies of the application printed double-sided on 8½" x 11" recycled paper with all pages consecutively numbered. Copies must be free of distortion and easy to read. Original must be clearly marked "Original". Copies must be clearly marked "Copy"; and
- ☐ Application fastened in upper left-hand corner.

#### A. APPLICATION COVER SHEET

The Application Cover Sheet must include the following:

**Applicant information** - Provide applicant name, mailing address, primary contact and the E-mail address, telephone and fax numbers, and consultant information if applicable.

**Legislative Districts** - List of State Legislative District (numbers) encompassed by the project. (California entities only)

**Funding Information** - Specify the grant funds requested from the CIWMB, the amount of matching funds committed to the project, and the total project cost. DO NOT REQUEST MORE THAN THE TWO HUNDRED, FIFTY THOUSAND DOLLARS (\$250,000) MAXIMUM ALLOWED PER APPLICANT. **Applicants requesting more than two hundred, fifty thousand dollars (\$250,000) in grant funds (the maximum award) will be disqualified and their application will not be scored.**

**Project Summary** - Briefly describe the highlights of the proposed project in the space provided.

**Applicant's Certification** - By signing, the applicant is certifying that all application materials and supplemental information submitted are true and correct. The person signing this application must be the individual given signature authority in the resolution or authorizing document.

**Environmental Justice** – **Check the box and initial the statement** that you and/or your company shall in the performance of the grant agreement comply with the principles of Environmental Justice as described in the Application Cover Sheet.



## B. PROJECT DESCRIPTION, COMPLETENESS, LETTER OF SUPPORT AND EXPERIENCE

Provide a description of the proposed project and address the criteria listed on pages 6 and 7. [Be aware that technical and non-technical staff may review the application; therefore, jargon, acronyms, and specialized technical terms should be kept to a minimum and explained within the application narrative] Include in the description the following:

1. A discussion of the proposed project's needs, goals, and objectives and how they will satisfy the scoring criteria listed on pages 6 and 7. Quantify the number of PTE to be used annually in the proposed project (provide support calculations).
2. A description of the operational plan (methodology) for the project. Discuss each task (and subtasks), show the estimated cost (dollar amount) associated with the activities necessary to complete the project and timeframe for completion.
3. If applicable, describe any cooperative relationships regarding implementation of the project with public agencies, private entities, or non-profit organizations. Letters of support should be submitted demonstrating cooperative support for the project (e.g., letters from tire-derived fuel suppliers; strong working relationships with contractors or local government agencies, etc.).
4. Letters of support and/or cooperation for the project must be dated in 2002 or 2003. The letters of support should focus on the proposed project or speak to the applicant's ability to carry out similar types of projects.
5. A statement of qualifications of management personnel for the project, detailing their qualifications and experience (include resumes or endorsements). This element should demonstrate that the applicant has the required experience or knowledge. Include the above information as it pertains to subcontractors, if necessary.
6. An evaluation of the project's success, which should include an evaluation of the process (implementation) and outcomes (goals/objectives) for the project.
7. Provide evidence of a Recycled-Content Purchasing Policy or Directive.

## C. WORK STATEMENT

The Work Statement form must list all tasks described in the narrative that are necessary to complete the proposed project.

**Description of Task(s)** - describe the proposed activity to be conducted within the project.

**Budget** - the amount of funds necessary to complete the task and the source of the funds (i.e., grant or match).

**Product or Results** - the finished product, milestone, or goal of the task.

**Staff/Contractor** - the person(s) who will be responsible for implementing the task.

**Time Period** - the number of days, weeks, months required to implement or completion date of each task.

Major tasks should be broken into subtasks. The Work Statement form attached to this document may be adapted to each applicant's computer software, or reproduced as necessary.

## **D. BUDGET ITEMIZATION FORM**

Provide a **thorough** itemization of funds requested. All work described in addressing the criteria, the project description, and Work Statement must be itemized for each task.

Clearly itemize all expenses to demonstrate that the budget is realistic for the work proposed and that the project will be conducted in the most cost-effective manner. **Only eligible costs incurred after the Grantee receives the Notice to Proceed and prior to the end of the grant term are eligible for grant and match funding. Applicants should carefully check the accuracy of all budget itemization totals.**

The following are brief descriptions of the information needed to complete the Budget Itemization Form:

**Personnel Services** - Includes salaries, wages, and benefits for personnel who are employed by the Grantee and who will work directly on the project. **Please include the hourly rate and the number of hours to perform the work for all personnel listed in each task.**

**Materials/Supplies** - This category covers building materials and supplies.

**Equipment** - Enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. **Provide estimates and/or quotes.**

**Services/Contracts** - Includes contracts for purchased services, such as engineering. **Provide estimates and/or quotes.**

**Other costs** - Costs not included in the above categories and not listed below as ineligible.

If the project has more than three (3) tasks, please copy the form and provide the appropriate task numbers.

**Ineligible Costs** include, but are not limited to:

1. Overhead expenses such as costs for rental/lease of space, utilities, copying, office supplies, and other miscellaneous costs incurred in operating a project;
2. Costs for obtaining necessary permits and licenses; and
3. Costs of patent searches and obtaining patents; and
4. Costs incurred prior to the receipt of the "Notice to Proceed" or after April 30, 2005; and
5. Profit and mark-up by the Grantee or a contractor who administers and implements this Grant on behalf of the Grantee.

## E. SUMMARY OF CURRENT AND PREVIOUS GRANT AWARDS

Please provide the information requested.

**Type of Grant** - List current and previous CIWMB grants and grants from other sources (federal, state, private) your business has received in the last five years. If your business has never received a grant, enter "none."

**Source of Grant** - List the source of the grant (e.g., U.S. Environmental Protection Agency, Department of Defense, Department of Energy, State of California, Private Foundation, etc.).

**Grant Award \$** - List the dollar amount your project was awarded. Do not list the amount requested.

**Brief Program Description** - Give a 1-2 sentence summary of each grant program(s).

**Audit** - Has this grant ever been audited by the CIWMB or other agency(ies)? If yes, give the date, auditing agency(ies), and results/findings, if any.

## F. RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE (Criterion no. 7) AND FORMS FOR PROGRAM CRITERIA Nos. 8, 9, and 10.

Criterion No. 7: See sample Recycled-Content Purchasing Policies, attached. If you have a Recycled-Content Purchasing Policy or Directive, attach a copy to the grant application.

Criteria 8, 9, and 10: Applicant must address these program criteria and provide justification where appropriate. Complete the forms and include any additional information on a separate sheet(s).

## G. APPROVED RESOLUTION / AUTHORIZATION DOCUMENT

The grant application package must include an approved resolution or authorizing document from the applicant's governing body authorizing submittal of an application for the Energy Recovery From Tires Grant and identifying the title of the individual authorized to execute all grant-related documents, including the Grant Agreement, and requests for payment (see sample resolution and authorizing document).

Please select the authorized representative carefully because this will be the only person whose signature will be accepted by the CIWMB on the Grant Agreement and payment requests.

**Cooperative Projects** - In addition to the resolution from the lead applicant as described above, applications for collaborative projects must also include from the other participating entity(ies) one of the following:

**Letter** - a letter stating that the entity wants to participate in the cooperative project and authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or

**Resolution** - a resolution authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or

**Memorandum of Understanding (MOU)** - a copy of a MOU, entered into specifically for this grant proposal, authorizing the lead applicant to act on behalf of the entity(ies) both as applicant and grant administrator.

## **H. PERMITS AND LICENSES**

Please complete CIWMB Form 669. If it is discovered after the application is received that any required permit, license or filing was not obtained, the application may be ineligible for a grant. If already awarded, the grant may be terminated and any funds disbursed may require reimbursement to the CIWMB.

## **APPLICATION DEADLINE**

Applicants must submit an **original and three copies** of the complete application, with the original marked "Original", and the copies marked "Copy", to the address below. Applications must be **received** by the CIWMB by 3:00 p.m. on **Thursday, March 27, 2003**. Applications received after this date and time (regardless of postmark date, whether it was hand-delivered or sent by overnight mail) will be returned to the applicant and will not be considered for grant funding. **Applications submitted using facsimile or e-mail will not be accepted at any time.**

**Because of possible disruptions in mail service, staff strongly recommends that applicants mail applications by a method such as priority or overnight mail that will accelerate the CIWMB's receiving the applications.**

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Mailed applications must be sent to the address below:

California Integrated Waste Management Board  
Energy Recovery From Tires Grant Program  
Financial Assistance Branch  
Grants Administration Unit - MS 10  
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**ENERGY RECOVERY FROM TIRES GRANT PROGRAM  
APPLICATION COVER SHEET**

APPLICANT INFORMATION		
Name:		
Mailing Address:		
City:	County:	Zip Code:
Primary Contact - Name/Title:	E-mail Address:	
Telephone Number:	Fax Number:	
Legislative District Numbers: Assembly: _____ Senate: _____		
Federal Tax Identification Number:		
<b>If a consultant completed this application, then provide the following information:</b>		
Consultant Name:	Company:	Phone:
<b>Funding Information:</b>		
Grant Funds Requested	\$ _____	
Matching Funds (Minimum – 50% of Grant Request/Award)	\$ _____	
Total Project Cost	\$ _____	

Project Summary (Provide a concise summary of the project: Who; What; When; How; and Why)

**Certification: I declare, under penalty of perjury, that all information submitted for the CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge.**

Applicant - Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Type or print name and title \_\_\_\_\_

Title must be that of person designated by Resolution or Authorizing Document.

☐ \_\_\_\_\_ Applicant certifies that, if awarded a grant, it shall, in the performance of the grant agreement, conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (Please check box and initial.)

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**TIRE RECYCLING GRANT PROGRAM**  
**Work Statement**

(If additional space is needed, the Work Statement form may be reproduced as necessary)

Task #	Task Description	Budget		Product or Results	Staff/Contractor	Time Period
		Grant	Match			



# TIRE RECYCLING GRANT PROGRAM

## Budget Itemization Form

(If additional space is needed, the Budget Itemization Form may be reproduced as necessary)

Task #	Category	Expenditure Details	Grant Funds	Match Funds	Total Funds
	personnel (# people/rate)	(     /     ) (     /     )	\$	\$	\$
	personnel (# people/rate)	(     /     ) (     /     )	\$	\$	\$
	materials/supplies		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	<b>TOTAL</b>		\$	\$	\$
	personnel (# people/rate)	(     /     ) (     /     )	\$	\$	\$
	personnel (# people/rate)	(     /     ) (     /     )	\$	\$	\$
	materials/supplies		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	<b>TOTAL</b>		\$	\$	\$
	personnel (# people/rate)	(     /     ) (     /     )	\$	\$	\$
	personnel (# people/rate)	(     /     ) (     /     )	\$	\$	\$
	materials/supplies		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	<b>TOTAL</b>		\$	\$	\$
<b>TOTAL GRANT FUNDS</b>			\$		
<b>TOTAL MATCH FUNDS</b>				\$	
<b>TOTAL PROJECT FUNDS</b>					\$

**TIRE RECYCLING GRANT PROGRAM**  
**Summary of Current and Previous Grant Awards (Federal, State, Private)**

Type of Grant	Source of Grant	Grant Award \$	Project/Program/Summary (1-2 Sentences)	Audit? (date/agency) Results?

**RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE**  
**(Criterion #7 - 15 points)**

**Definition of recycled-content purchasing policy or directive:** Either 1) an entity/company policy that specifies purchasing recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable, or 2) a directive or memo instructing recycled-content purchasing practices. Examples include: a re-refined oil purchasing policy or a more general "recycled-content" purchasing policy. See Sample Recycled-Content Purchasing Policies.

(4 pts.)

Does your entity/business have a recycled-content purchasing policy or directive? Yes ☐ No ☐

Date policy or directive was adopted: \_\_\_\_\_ (The policy/directive may be adopted during the application process.) **Include one copy of your policy with your application.**

(3 pts.)

Briefly describe your recycled-content purchasing policy or directive: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(5 pts.)

Check the boxes that correspond with the types of recycled or re-used products the jurisdiction has previously purchased or used.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Office paper supplies             | <input type="checkbox"/> Furnishings: benches, tables, chairs | <input type="checkbox"/> Shipping boxes                   |
| <input type="checkbox"/> Toner cartridges                  | <input type="checkbox"/> Leisure/play equipment               | <input type="checkbox"/> Finishes: paint, wall coverings  |
| <input type="checkbox"/> Construction/building materials   | <input type="checkbox"/> Floor coverings                      | <input type="checkbox"/> Re-used concrete, asphalt, brick |
| <input type="checkbox"/> Re-tread tires                    | <input type="checkbox"/> Compost/mulch                        | <input type="checkbox"/> Re-refined oil                   |
| <input type="checkbox"/> Janitorial paper products         | <input type="checkbox"/> Containers/storage systems           | <input type="checkbox"/> Others, please list              |
| <input type="checkbox"/> Rubberized asphalt concrete (RAC) |   |   |

List equipment/vehicles using re-refined oil: (mowers, trucks, vans etc.)  
\_\_\_\_\_  
\_\_\_\_\_

(3 pts.)

Evaluate your recycled-content purchasing policy or directive.

1. What areas need improvement?

\_\_\_\_\_

2. What aspects have been successfully implemented?

\_\_\_\_\_

**Grantees will be required as part of the final report to provide information on the amount of recycled-content products purchased prior to the closing of the grant, such as paper, re-refined oil, paint, compost, etc.**

**PROGRAM CRITERIA**  
(Check appropriate box)

**Criterion # 8 – Type of Project (20 points maximum)**

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**Research into in-field application of tire-fuel supplements to meet or improve operational and environmental standards in:**

- ☐ 20 pts. Fuel feed system or process development
- ☐ 10 pts. Analysis and optimization of fuel sizing
- ☐ 5 pts. Ash or emissions testing
- ☐ 0 pts. Other uses

**Criterion # 9 – Evidence of Market Potential to Divert Tires from Landfill Disposal (15 points maximum)**

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- ☐ 15 pts. Divert 1,000,000 or more passenger tire equivalents (PTE) per year - new TDF user; or divert an additional 250,000 PTE per year above current amount - existing TDF user
- ☐ 10 pts. Divert 999,999-500,000 PTE per year – new TDF user; or divert an additional 249,999-125,000 PTE – existing TDF user
- ☐ 5 pts. Divert 499,999-250,000 PTE per year – new TDF user; or divert an additional 124,999-50,000 PTE – existing TDF user
- ☐ 0 pts. Divert less than 250,000 PTE per year – new TDF user; or divert less than 50,000 additional PTE – existing TDF user

**Provide calculation of tires diverted in the space below.**

**Criterion # 10 – New Technology, Innovative Project or Methodology (5 points maximum)**

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**Provide an explanation of the project's new technology or innovation in the space below.**

## GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS<sup>(a)</sup>

Agency Name _____	
Grant Name and Cycle _____	Grant # _____
Date Submitted _____	Date Updated _____

**PLEASE CHECK THE APPROPRIATE BOX FOR EACH PERMIT/LICENSE/FILING** (DO NOT attach or include copies of the permits/licenses/filings. KEEP all permits/licenses/filings available in grant file for audit.)

			Applicant/Grantee has this current valid Permit/License/Filing	
			Applicant/Grantee will obtain and/or modify this Permit/License/Filing	
			This Permit/License/Filing is not applicable for the business or the proposed project. Insert "N/A" in each applicable green box.	
		N/A	<b>LOCAL GENERAL BUSINESS</b>	<b>REGULATOR OR ISSUER</b>
			Land Use Permit/Zoning Clearance/Conditional Use Permit	City or County if unincorporated area
			Building Construction Permit	City or County
			Business License (not required for unincorporated county areas)	City
			Fictitious Business Name Filing	County
			Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events	City, County or Cal/EPA-DTSC
			ABOP Notification	CUPA or Cal/EPA-DTSC
			Waste Tire Facilities Permit	Cal/EPA - CIWMB
			Waste and Used Tire Hauler Registration	Cal/EPA - CIWMB
			Hazardous Waste Haulers Permit	Cal/EPA – DTSC
			Waste Hauler Permit	City or County
			<b>STATE PERMITS AND FILINGS</b>	
			Solid Waste Facilities Permit	Cal/EPA – CIWMB
			State EPA Identification Number	Cal/EPA – DTSC
			Industrial Activities Storm Water General Permit	Cal/EPA – WRCB
			Waste Discharge Requirements	Cal/EPA – WRCB
			Corporate, Company or Partnership Filings	Ca. Secretary of State
			Authority to Construct/Permit to Operate	Air Quality Management District
			Non-Profit Organization 501 (C) (3)	Secretary of State
			Prop. 65 Safe Drinking Water & Toxic Enforcement Act	State Health & Safety Code 25249.10
			<b>FEDERAL PERMITS AND FILINGS</b>	
			US EPA Identification Number	US EPA
			US EPA – NPDES and/or NSR Permits	US EPA
			<b>OTHER PERMITS</b>	

(a) This list is not intended to be all-inclusive. Grant applicant may attach additional information for other critical permits/licenses/filings not listed above.

**NOTES:**

## GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS<sup>(a)</sup>

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**PRIVATE ENTITY CERTIFICATION:** I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) is in good standing and qualified to do business in the State; and 2) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 3) where compliance has not been met, I have attached a letter describing what has been done to achieve full compliance.

**PUBLIC ENTITY CERTIFICATION:** I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 2) where compliance has not been met, have attached a letter describing what has been done to achieve full compliance.

Executed at \_\_\_\_\_ on \_\_\_\_\_  
City and State Date

\_\_\_\_\_  
Grant Applicant / Authorized Signatory Name and Title (print)

\_\_\_\_\_  
Signature of Grant Applicant / Authorized Signatory

**Note: Falsification under penalty of perjury may result in criminal and civil penalties. In addition, pursuant to the terms of the grant agreement, any misrepresentations in the above certification shall constitute a breach of contract that could result in non-payment of grant funds to the grantee; relinquishment by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the Board's Unreliable Contractors List.**

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## **Sample # 1 Purchasing Policies (Sample only. Do not submit.)**

### **PURCHASING POLICY**

#### **Purpose**

The (entity/business) provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

#### **Definitions**

*Recycled Material* - Waste material and by-products that have been recovered or diverted from the solid waste stream and that can be utilized in place of raw or virgin material in the production of a product. Recycled materials may consist of material derived from post-consumer waste, manufacturing waste, industrial scrap, agricultural waste, and other items, all of which can be used in the manufacture of new products.

*Post-Consumer Recycled Materials* - A finished material or product that has served its intended use and would normally be disposed of as solid waste. Examples of post-consumer recovered materials include, but are not limited to, old newspaper, office paper, yard waste, steel, glass, aluminum cans, plastic bottles, oil, asphalt, concrete, and tires.

*Practicable* - Sufficient in performance and available at a reasonable price within a reasonable time period.

*Pre-Consumer* - Materials or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of pre-consumer recovered materials include, but are not limited to; obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting, and other converting operations.

#### **General Policies**

- A. All (entity/business) departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. All (entity/business) departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.
- C. The (entity/business) shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The (entity/business) shall promote the use of recycled products publicizing its procurement policy whenever practicable.

## Responsibilities of Recycled Products and Materials Coordinator

The (title) shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all (entity/business) departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available and make available to departments specifications on the new product along with a list of suggested uses. The (title) will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition. The (title) will also be responsible for annual policy review.

### **Sample #2 Purchasing Policies (Sample only. Do not submit.)**

#### **WASTE REDUCTION AND RECYCLING**

(The entity/name of business) will act to make resource conservation an integral part of its waste reduction and recycling programs. The practice of discarding materials used in the (entity's/business') facilities is wasteful of natural resources, energy, and money.

It will be the policy of (entity/business) to implement the following actions:

1. The (entity/business) will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
2. The (entity/business) will decrease the amount of waste of consumable materials by: a) reduction of the consumption of consumable materials wherever possible; b) full utilization of all materials prior to disposal; and c) minimization of the use of non-biodegradable products wherever possible.
3. The (entity/business) will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for the recovering of waste and recycling are developed within the (entity/business), they will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The (entity/business) will purchase, where financially viable, recycled products. The (entity/business) will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
5. Representatives of the (entity/business) will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.



**TIRE RECYCLING GRANT PROGRAM**  
**Sample Resolution (Do your own resolution. Do not submit this sample.)**

WHEREAS, Public Resources Code Section (PRC) 42872, authorizes the California Integrated Waste Management Board (CIWMB) to establish a grant program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and to promote markets for recycled-content waste tire products; and

WHEREAS, the CIWMB has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by individuals, businesses, and research institutions under the program; and

WHEREAS, said procedures established by the CIWMB require the applicant to certify, by resolution, approval of the application before submission of said application to the State; and

WHEREAS, if awarded a grant, the applicant will enter into an agreement with the State of California for development of the project;

\*NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ (*Title of Governing Body*) authorizes the submittal of an application to the CIWMB for an Energy Recovery From Tires Grant. The \_\_\_\_\_ (*Title of Official*), \_\_\_\_\_ or his/her designee, of the \_\_\_\_\_ (*Name of Business or Entity*) is hereby authorized and empowered to execute in the name of the \_\_\_\_\_ (*Name of Business or Entity*) all necessary applications, contracts, agreements, amendments, and payment requests hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the \_\_\_\_\_ (*Title of Governing Body*) this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. Effective \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name and Title of Official Authorized to Sign Resolution)

\* The wording in this paragraph is appropriate for an entity applying individually. See below for alternative wording for Cooperative Project resolutions.

**Lead Applicant for a Cooperative Project:** NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ (*Title of Governing Body*) \_\_\_\_\_ authorizes the submittal of a joint application on behalf of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the CIWMB for an Energy Recovery From Tires Grant. The \_\_\_\_\_ (*Title of Official*), \_\_\_\_\_, or his/her designee, is hereby authorized and empowered to execute in the name of the above named entities all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

**Sample Authorizing Document (Provided as an example, only. Do not submit this sample.)**

[Letterhead – Should include applicant's address]

Date

California Integrated Waste Mgmt. Board  
Energy Recovery From Tires Grant Program  
Grants Administration Unit, MS #10  
P.O. Box 4025  
Sacramento, CA 95812-4025

To Whom It May Concern:

Enclosed is an application for \$ (amount) for the Fiscal Year (FY) 2002/2003 Energy Recovery From Tires Grant Program. The (name of company) is a (type of entity) based in (City, State) that (describe main products or services provided).

By submitting this application for the FY 2002/2003 Energy Recovery From Tires Grant Program, I am making a commitment to complete the proposed project as described in the enclosed application. I certify that this document and all attachments were prepared under my direction, and hereby certify under the penalty of perjury that the information submitted is true and accurate to the best of my knowledge and belief.

I have authority to execute a binding agreement on behalf of (name of company). In addition to myself, I authorize the following individual to sign payment requests and other official correspondence relating to this project:

Name & Title  
Name of Company  
Mailing Address  
City, State, Zip Code  
Telephone Number

Sincerely,

Name  
Title  
Name of Company

## **IV. GRANT ADMINISTRATION**

### **□ GRANT AGREEMENT**

Following the Board's approval of the Energy Recovery From Tires Grant awards at the May 2003 (tentative), CIWMB monthly business meeting, the Grantee will receive a Grant Agreement Form, Terms and Conditions, and Procedures and Requirements. These documents along with the applicant's Work Statement and Budget Itemization Form will comprise the Grant Agreement. The person whose signature authority is designated by the Resolution or Authorization Document will be required to sign the Grant Agreement Form and return it to the CIWMB to the attention of the Grants Administration Unit. Grant Agreements must be executed and returned within ninety (90) days from the date of the CIWMB's mailing of the agreement package. Failure to return the executed agreement within ninety (90) days may result in the loss of grant funding.

### **□ PAYMENT OF GRANT FUNDS**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Ten percent (10%) of each Payment Request will be retained until the Final Report is submitted and approved by the CIWMB. Payment will be made only for costs described in the applicant's approved Budget Itemization Form and made only for eligible costs incurred from the time of receiving the Notice to Proceed to the end of the grant term. All Payment Requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.). Payment will be made to the Grantee. The Grantee is responsible for payment to vendors, contractors and subcontractors.

### **□ REPORTING REQUIREMENTS AND GRANT CLOSING**

Grantees must submit quarterly progress reports. The format for these reports will be described in the Administrative Procedures and Requirements. The CIWMB Grant Manager may request additional or less reporting from a Grantee and has the authority to immediately suspend or terminate the Grant Agreement if progress is unsatisfactory.

At the end of the grant term, the Grantee must submit a Final Report. The format for the Final Report will be described in the Administrative Procedures and Requirements. The report will contain a description of any or all research efforts undertaken by the Grantee, all supporting data, and an analysis of results. The Final Payment Request, including the ten percent (10%) that was withheld, will not be released until the Final Report is received and approved by the CIWMB Grant Manager. In addition, the ten percent (10%) will not be released until the CIWMB Grant Manager receives your completed Recycled-Content Procurement Report Form.

### **□ COPYRIGHTS, TRADEMARKS, AND OWNERSHIP**

The Grantee shall assign to the CIWMB any and all rights, title, and interests to any copyrightable material or trademarkable material created or developed in whole or in any part as a result of the Grant Agreement, including the right to register for copyright or trademark of such materials. The Grantee shall require that its contractors and subcontractors agree that all such materials shall be the property of the CIWMB. Upon written request by the Grantee, the CIWMB may give at the Executive Director's sole discretion, written consent to the Grantee to retain all or any part of the ownership of these rights.

The CIWMB will grant to the Grantee a royalty-free, nonexclusive, nontransferable license to reproduce, translate, and distribute copies of the materials produced pursuant to the Grant Agreement, for nonprofit purposes, and to have or permit others to do so on the Grantee's behalf.

## **☐ PATENTS**

The Grantee shall assign to the CIWMB all rights, title, and interest in, and to, each invention or discovery that may be capable of being patented, that is conceived of or first actually reduced to practice in the course of or under the Grant Agreement, or with the use of any grant funds. Upon written request by the Grantee, the CIWMB may, at the Executive Director's sole discretion, give written consent to the Grantee to retain all and/or any part of the ownership of these rights.

## **☐ REAL AND PERSONAL PROPERTY**

All real and personal property, including equipment and supplies acquired with grant funds, shall be used by the Grantee only for the purposes for which the CIWMB approved their acquisition for so long as such property is needed for such purpose, regardless of whether the Grantee continues to receive grant funds from the CIWMB for such purposes.

## **☐ CONFIDENTIALITY/PUBLIC RECORDS**

Any information submitted to the CIWMB may be subject to disclosure under the Public Records Act. Public Resources Code (PRC) Section 40062 allowing the CIWMB to protect qualifying confidential information from disclosure. Applicants must identify in their application those portions that they believe are subject to protection as confidential information. If a public records request involves information deemed confidential by the applicant, then the CIWMB will make a determination as to whether or not said information is actually covered under PRC Section 40062 and considered confidential. If the CIWMB does not agree with the applicant's claim for confidentiality, then the applicant will be given 30 days to justify its claim before the information is released.

## **☐ AUDIT REQUIREMENTS**

All grantees are required to comply with the following provision:

"Audit/Records Access. The Grantee agrees that the CIWMB, the Bureau of State Audits, the Department of Finance, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement."

Audit Guidelines. This Grant is subject to audit. To aid in the audit process it is suggested that:

- 1) contracts for services and/or goods for this grant should be in writing setting forth the terms, conditions and statement of work to be performed; and

- 2) supporting documentation (e.g., competitive bids, advertised prices), reflecting that the (sub)contractor costs are reasonable, should be retained in your grant file.

***End of Energy Recovery From Tires Grant Application and Instructions***